

2019

UDIN Web Portal

User Manual

The concept of UDIN (Unique Document Identification Number) is implemented to curb the malpractices of misleading the Authorities and Stakeholders by non-CMAs misrepresenting themselves as CMAs and attesting the Costing Data / Documents / Certificates. UDIN will secure the certificates attested / certified by practicing CMAs. This also enables the third parties (Authorities / Regulators / Banks / Others) to check the authenticity of the documents through the UDIN web portal. Unique Document Identification Number (UDIN) is an 18 digit system generated Unique Number for every document Certified / Attested by a Practicing CMA.



Registration

UDIN Portal Interacts with the Membership Database for verifying the details entered by the member at the time registration and on every subsequent login. It is therefore advised to ensure that contact details of members are correct in the data maintained by Membership Department.

1. Click on **Register OR First Time Registration**.

The screenshot displays the UDIN portal for The Institute of Cost Accountants of India. The header includes the institute's logo, name, and the text "(Statutory Body under an Act of Parliament)". A navigation bar contains links for Home, Register, and Contact Us. The main content area is divided into three columns. The left column features a profile picture of CMA Amit A. Aple, President ICAI. The middle column contains three sections: "About UDIN" with a description of the UDIN system and a "Read More..." link; "Authorities / Regulators / Banks / Others" with a brief explanation of the verification process; and "Updates" with a placeholder for the latest updates. The right column is titled "MEMBER LOGIN" and includes input fields for "User Name" and "Password", a "Forgot Password" link, and a "Login" button. Below the login section is a link for "First time registration". At the bottom of the page, there is a "DISCLAIMER" section stating that the UDIN system is developed by the Institute to facilitate verification and certification, and that the Institute assumes no responsibility for the accuracy of the data entered by members. The footer contains the copyright notice "© 2019 - The Institute of Cost Accountants of India".

2. Provide the details like **Membership Number [5 digits *if membership number is of 3 or 4 digits no need to prefix 0 to make it 5 digits*]**, **Date of Birth** and **Date of Enrollment** (As a member with the Institute [*NOT date of COP*]).

The Institute of Cost Accountants of India
(Statutory Body under an Act of Parliament)

Unique Document Identification Number (UDIN)

Home Register Contact Us

First Time Registration

Membership Number (5 Digits):*

Date of Birth:*

Date of Enrolment:*

OTP:

- Please provide details to register on UDIN Portal. Provided details will be verified with the Membership Database. If verified the Username and Password will be sent on the Email ID as registered with the Institute.
- You should be a full time practicing member to be able to register.
- You should have paid all your dues.

DISCLAIMER

This UDIN System has been developed by The Institute of Cost Accountants of India to facilitate its members for verification and certification of the documents and for securing documents and authenticity thereof by Regulators. However, The Institute assumes no responsibility of verification and certification of document(s) carried out by the Members and the concerned member(s) shall alone be responsible therefore.

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- An OTP will be sent on the Email ID registered with the Institute. *It may please be noted that your email id must be registered with the institute for receiving OTP. If you are not receiving OTP OR you are getting error message regarding email id not found, please contact membership department and get your email id updated.*
- Enter the OTP.
- Username and Password will be sent on the registered Email-ID on successful verification of OTP. Members are advised to change the password. To change the password, please select Change Password option from dropdown menu on top right corner of menu bar.
- If you forget your password, please use Forgot Password option to regenerate password.

Generate UDIN

- Click on **Generate UDIN** after successful login.
- Please read the instructions on the page before your proceed to generate UDIN. After details entered and Send OTP button is clicked, an OTP will be sent on your registered email id.
- After OTP successfully verified, details entered will be displayed with an edit option. If any edit is required in the entered details please click on edit button else click on submit button *[No edit is permitted after 18 digit UDIN has been generated]*. Clicking submit button generates the 18 digit UDIN.

GENERATE UDIN
(Do not disclose client details)

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1. Any Financial Figure and its particular from the document such as turnover, net worth etc. for which UDIN is being generated is to be mentioned under Financial Figures and Particulars.
2. Two Financial Figures are mandatory out of three fields. In case there is no Financial Figure in the certificate being certified, 0 is to be mentioned in Financial Figure and in its particular please mention "There is no Financial Figure in Certificate".
3. In case the document is not available in the list below, Please select other and mention the nomenclature of the certificate in Document Description

Membership Number 16105	Financial Figures# Figure 1 Figure 2 Figure 3	Financial Particulars# Particulars 1 (10 to 50 Characters) Particulars 2 (10 to 50 Characters) Particulars 3 (10 to 50 Characters)
Member Name Amit Anand Apte		
Document Type* Select Document Type...		
Certificate / Document* Select Document...		
Date of Signing* dd/mm/yyyy		
Client* Select Client...	Document Description* 15 to 50 Characters	

* Mandatory Fields
 # Two financial figures / particulars are mandatory out of three

DISCLAIMER

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4. The list of generated UDINs will be displayed on member's home page. Search option is provided for finding a UDIN. Generated UDIN cannot be deleted but can be revoked.

Revoke UDIN

UDIN generated cannot be deleted. Members however can revoke UDIN. If a UDIN is revoked the stakeholders who have searched for it in past will be intimated through email regarding revocation of UDIN. In future if someone searches for revoked UDIN, the revocation message entered by Member will be displayed.

1. Click on **Revoke** against the UDIN from the list of UDINs on member's home page.
2. Follow the instructions on the Revoke UDIN page.